



Consent form

FOR OFFICE USE ONLY:
Case Ref: RL_____

Data Protection Notice

The information that you have provided will only be used by Rebecca Long-Bailey MP and constituency staff in relation to the issues you have raised. In order to deal with these issues, it may be necessary to pass your details to third parties including, but not limited to, officials and elected representatives of local and national authorities and bodies. You should read and sign the statement below to show that you understand that your information will be used for the purpose described.

If you have any questions or concerns about how your information will be processed or about your rights under the Data Protection Act 1998 or GDPR, please contact the ICO (Information Commissioners Office) on 0303 123 1113 or <https://ico.org.uk/global/contact-us/email/>

To whom it may concern,

I, [Name in block capitals]:

Address:

Date of birth:

Phone number:

Email address:

Please provide any reference number(s) which may help us in dealing with your case for you e.g. NHS Number, Home Office Reference Number, National Insurance etc.

Reference number (if applicable):

Third Party Consent: I also give consent for the following person to liaise with Rebecca Long-Bailey and her staff on my behalf.

Name of third party (if applicable):

Relationship to constituent:

hereby confirm that I have instructed the Member of Parliament for Salford, Rebecca Long-Bailey and her staff to act on my behalf and hereby authorise you to release details of my case to her or her staff, either in writing, in person or over the telephone. I also confirm that I have given my Member of Parliament and her staff permission to pursue the matters I have discussed with her. In order to do so my Member of Parliament and her staff may use all information that I have provided about me, whether written or spoken, and including sensitive personal information. I understand that her office will do so in accordance with the requirements of the Data Protection Act 1998 and the General Data Protection Regulations 2018.

This authority shall remain in force until rescinded by me in writing.

My member of Parliament is:

Rebecca Long-Bailey MP for Salford

Phone number: 0161 425 3738

Email address: rebecca.longbailey.mp@parliament.uk

Postal address: House of Commons, London, SW1A 0AA

Signed:

Date:



The role of an MP

Members of Parliament can support their constituents by providing information and raising concerns with Government departments, public bodies and other organisations.

As your MP, I represent the interests of everyone living in the Salford constituency, regardless of whether or not they voted for me.

Further information about the role of an MP is available on the UK Parliament website:

<https://www.parliament.uk/about/mps-and-lords/members/mps/>

How can I help?

I can assist constituents with matters involving central Government departments and services, including:-

- Benefits, pensions, National Insurance, child maintenance and other matters handled by the Department for Work and Pensions;
- Immigration, asylum, passports, visas and other matters handled by the Home Office;
- Tax matters handled by HM Revenue and Customs;
- Problems involving the NHS and access to healthcare;
- Housing, education and other public services where it may be appropriate to raise a constituent's circumstances with the relevant organisation.

Although I cannot instruct a Government department or public body to reach a particular decision, I can ask questions, request that a case is reviewed and ensure that your concerns are properly considered.

There are some matters in which an MP cannot intervene. I cannot:-

- Provide legal advice;
- Interfere with court or tribunal proceedings;
- Become involved in private civil disputes;
- Interfere with police investigations or operational decisions;
- Overturn decisions made by Government departments, regulators or other independent bodies.

Where a formal decision has been made, I may still be able to ask whether the correct process was followed or direct you towards the appropriate review, appeal or complaints procedure.

Who else may be able to help?

Problems involving local council services, such as refuse collections, street cleansing, highways, planning or council housing, can often be raised directly with your local councillors.

Details of Salford councillors can be found on Salford City Council's website.

Citizens Advice Salford provides free, confidential and impartial advice on a wide range of issues, including benefits, debt, housing, employment and consumer problems. They can be contacted on **0300 330 9075** or through their website.

What should I do next?

To ask for my assistance, please complete the consent form. Please remember to ensure your full name, address and contact details are included at the form is signed and dated.

Feel free to include any additional information that you think may be helpful, such as:-

- A clear explanation of the problem, if not already provided;
- Any relevant dates, reference numbers or organisations involved;
- Copies of any important correspondence or supporting documents;
- Details of the outcome you are seeking.

Once my office has received this information, a member of my team will review your case and contact you to explain our next steps.